



## Content Differences between U.S. & International Résumés & Curriculum Vitae

The content and style of résumés and curriculum vitae (CV) vary widely. Comments here reflect general trends.

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### ***United States***

### ***Other Nations***

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Generally the résumé includes education at the college and graduate/professional levels only. Emphasis is placed on experience, but education and extra-curricular activities are also important.

The résumé may begin with secondary school and include all education thereafter. The reputation of the school may hold major importance. Personal references may be very significant.

The résumé is designed to show potential employers the skills, knowledge, and experience you have. It is important to be clear, concise, and consistent. Employers are interested in an applicant's achievements.

Relationships, trust, reputation of family, excellence of character, and potential to "fit in" may be of more interest to the employer than skills, knowledge, and academic or professional experience.

The résumé should not include family background or history.

If the society is relational and collectivist, the applicant's potential to be a member of the team may be of first concern.

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The social structure has little or no bearing on the content or tone of the résumé.

If the society values an individual's position in the social hierarchy, modesty and respectfulness are important components of the résumé.

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The Curriculum Vita is designed to show your academic excellence and qualifications. Areas of major interest for U.S. faculty include strong research and teaching experience, publications, and grant writing ability. Conference presentations are invited or juried papers are also of interest.

The Curriculum Vita may be a description of all academic and professional experience beginning with graduation from secondary school. Names and reputations of institutions are well known, and courses or projects are not mentioned because the excellence of the school is understood. Faculty that students have worked with may be included.

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